



Maryland Judiciary

Job Announcement

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Opening Date:	July 24, 2015	Closing Date:	Open Until Filled
Job Title:	Executive Assistant to the Deputy State Court Administrator	First Review:	August 7, 2015
PIN:	060194	Position Type:	Regular Full-time, At-Will
Location:	Administrative Office of the Courts Annapolis, Maryland	FLSA Status:	Non-Exempt
		Grade/Salary:	J11 \$41,767 - \$49,745
		Financial Disclosure:	No

Essential Functions: Reporting directly to the Maryland Deputy State Court Administrator, the Executive Assistant provides high level administrative support in day to day operations. The Executive Assistant serves as the primary contact for all matters requiring the Deputy's attention. This position manages the Deputy's calendar, drafts correspondence, schedules meetings and conference calls and tracks deadlines; Reviews and analyzes data reports and advises of significant fluctuations; Develops and maintains the electronic filing system; Monitors and tracks fiscal notes and legislation during the General Assembly session; Coordinates activities for the Conference of Circuit Judges, the Conference of Circuit Court Clerks, and the Judicial Council which includes providing administrative support, researching issues pertaining to the circuit court, preparing agendas, preparing binders, formatting and mailing out minutes, creating and sending invitations, scheduling meetings, formatting and ordering plaques, securing needed equipment for meetings, and other logistics planning such as hotel accommodations, catering and parking; Maintains the Judicial Council's SharePoint site, and ensures accuracy of the Judicial Council's webpage; Mails memo packets to newly elected judges and to judges no longer serving on the Judicial Council; Serves as administrative support for the Law Clerk Orientation which involves assisting with planning and organizing the orientation; Maintains all judicial assignment files and records; Assists the State Court Administrator with similar duties when necessary. This position performs other duties as assigned.

Education: Graduation from an accredited high school or possession of a high school equivalency diploma.

Experience: Six years performing administrative or secretarial work in an Administrator, Executive or Senior Management work environment.

Preferred: Previous work experience in a court, legal environment or business office preparing legal documents.

Note: Applicants may substitute an Associate's Degree from an accredited college for two years of required experience.

Skills/Abilities: Ability to perform and prioritize multiple tasks seamlessly, and analyze work demonstrating excellent attention to detail; Ability to demonstrate excellent communication skills; Ability to demonstrate excellent writing, formatting, researching and proofreading skills; Ability to work independently and prioritize work; Ability to demonstrate proactive approaches to problem-solving, sound judgment and strong decision making skills; Ability to handle confidential information with discretion; Ability to meet deadlines in a fast paced environment; Ability to demonstrate proficiency in Outlook, MS Word, Excel and PowerPoint (a skills test may be given); Ability to use standard office equipment such as a copier and fax; Ability to schedule, coordinate and prepare for conferences and meetings; Demonstrated ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.